

CITY ATTORNEY

DEFINITION:

This is an exempt position appointed by the City Council. The City Attorney provides legal advice and services to the City Council, City Commissions, other elected and appointed City officials and City staff.

CLASS CHARACTERISTICS:

Receives policy direction from the City Council and general administrative direction from the City Manager. Exercises direct supervision over staff allocated to the City Attorney's Office. May provide indirect supervision to other staff as appropriate.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Provide legal counsel and opinions for the City Council, City staff, commissions, committees and officials in legal matters pertaining to City business.
2. Attend City Council meetings and Planning Commission meetings for the purpose of providing legal advice and counsel on matters affecting the City. Also attend other meetings, as requested by the City council or City Manager.
3. Draft and review legal documents, petitions, contracts, leases, resolutions, ordinances and other legal documents relative to the administration of legal processes affecting the City.
4. Represent and appear for the City and its officers in legal proceedings including trial and appellate courts.
5. Represent the City before public bodies such as PUC, LAFCO, the State Legislature and Board of Supervisors where appropriate.
6. Perform legislative review in coordination with other staff members and the City Council.
7. Prosecute and defend all suits or actions to which the City may be a party.
8. Advise when to prosecute, compromise or dismiss civil litigation.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

9. Prosecute all City ordinance violations and provide criminal code enforcement.
10. Perform legal research as required.
11. Examine and analyze court decisions and legislation to determine their effect upon municipal affairs.
12. Prepare and administer the City Attorney's budget.
13. Respond to requests for information or complaints from the general public on legal issues when not in conflict with the City Attorney's representation of the City.
14. Serve as the executive advisor to the City Manager on other than legal matters and participate in the development and follow-through of projects and programs which are administrative in nature.
15. Serve as a department director and participate in all relevant department director activities including department director meetings and other managerial functions.
16. Select, evaluate and assign work to department personnel and provide for their training and professional development.
17. Serve as the Redevelopment Agency general counsel and monitor Redevelopment Agency legal needs.
18. Provide advisory services to the City's risk manager.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Duties, powers, limitations, authority and organization of municipal government and the City Attorney's Office.

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Knowledge of (Continued):

2. California Codes and legal principles and practices concerning civil, constitutional and administrative law and procedure.

Skill in:

1. Communicating effectively orally and in writing including the extensive use of personal computer operations for referencing, researching and analyzing documents.
2. Coordinating legal issues with the City Council, Commissions, management, staff and the community.
3. Writing and reviewing legal briefs, ordinances, resolutions and other legal documents.
4. Representing the City in legal proceedings in the municipal, state or federal courts.
5. Cultivating and maintaining effective working relationships with the City Council and other governmental officials, court officials, staff and the general public.
6. Organizing, interpreting and applying legal principles and precedents to local government problems.
7. Effectively formulating interpretations, analyzing and resolving legal issues and recommending courses of action.

Ability to:

1. Effectively plan, organize and direct the activities of the City Attorney's Office.
2. Select, direct, train and evaluate subordinate staff.

JOB REQUIREMENTS:

1. This position requires an extensive background in the practice of municipal law providing the required knowledge, skills and abilities listed above. Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would include five years of legal practice, with at least three years in municipal or other public agency law.

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JOB REQUIREMENTS (Continued):

2. Graduation from an accredited law school.
3. Current membership in the California State Bar.
4. Possession of a California Class C driver's license in compliance with adopted City driving standards.

LIMITATIONS:

1. Providing personal legal services for City officials or employees is prohibited unless such services is related to their official City function.
2. No outside practice shall be permitted without specific approval of the City Council.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Fax machines
5. Calculator
6. Telephones
7. Typewriter
8. Answering machine
9. Pager
10. Cellular phone
11. Automobile
12. Lap top computer, chargers, cables

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Driving
7. Lifting up to 20 lbs.

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ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 80% of the time
 Travel: varying conditions, 20% of the time
2. Noise level: quiet office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels